

21st Century Community Learning Centers Intent to Submit a Proposal

Please complete and fax or mail to Nancy Shepherd at the Utah State Office of Education by **February 13, 2009**. You may also copy this document into a Word file, complete it, and email it to nancy.shepherd@schools.utah.gov

Indicate your intention to submit a proposal for the 21st Century Community Learning Centers (21st CCLC) Programs grant competition by completing and returning this form by February 13, 2009. Although this Letter of Intent is non-binding, it is a **required** first step in the 21st CCLC grant process. It is also **required that at least two representatives** from your proposed project attend a Bidders' Conference on **March 11, 2009** at the Utah State Office of Education in Salt Lake City. This should be an administrator from a school your project is proposing to serve, and you should plan to bring others who will be involved with writing the grant, providing necessary community partnership or support, or directing the approved grant project.

More details about this meeting will follow. Final proposals will be due **May 15, 2009**.

Provide the name of your proposed program. Include contact person's name, title, organization, address, email address, phone number, and fax number. Attach additional pages if needed.

Name of Program:

Designated Contact Person:

Title:

Organization/District/School:

Address:

Phone:

Fax:

Email: _____

At this time, how many people do you plan on bringing to the Bidders' Conference? _____

Return by February 13, 2008 to:
Nancy Shepherd
Utah State Office of Education
250 East 500 South
PO Box 144200
Salt Lake City, UT 84114-4200
Phone: 801-538-7844
Fax: 801-538-7882